



State of California - Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## Duty Statement

☒ **CURRENT**    ☐ **PROPOSED**    ☐ **STANDARD**

<b>Division</b>	<b>Classification</b>	<b>Position Number</b>
0	Staff Services Analyst	365-100-5157-001
<b>District/HQ Section</b>	<b>Working Title</b>	<b>CBID</b>
San Joaquin River Conservancy	0	0
<b>Sector/HQ Unit</b>	<b>Reporting Location</b>	<b>Incumbent</b>
N/A	Fresno, CA	0
<b>State Housing (only check if required)</b>		<b>Supervisor Classification</b>
<input type="checkbox"/> <b>Required</b>		
<b>Position Description</b>		
<p>Under the general supervision of the Executive Officer, the Staff Services Analyst (General) serves as a generalist in public service, performing semi-professional to professional tasks in support of all Conservancy programs, office management, administrative functions, and fiscal management; coordination with agencies, nonprofit partners, and service providers; property management; project and program coordination and management; and all forms of communications to the Executive Officer, governing board, and public.</p> <p>As delegated by the Executive Officer: will perform a broad range of interdisciplinary governmental, financial, and analytical assignments, including the preparation studies, reports, maps, and plans; will ensure the development of procedures, policies, programs, and project alternatives; and serves as clerk to the governing board, preparing staff reports, producing agenda packets, preparing minutes for board meetings, and preparing other documents related to the board. The position includes progression from entry to journey level; duties are commensurate with experience, qualifications, and training.</p>		
<b>Essential Functions</b>		
Percentage	Task	
25%	<b>Board Support Services</b> As Clerk to the Board: plans, implements and evaluates an efficient support system for Board meetings; develops and prepares proposals and recommendations for approval by the Board; leads interdisciplinary teams to develop maps and other required supporting information for Board proposals and staff reports; produces and disseminates Board packets including meeting minutes as required per the Brown Act; ensures proper record management of all Board related materials; coordinates board compliance with Fair Political Practices Commission requirements.	
20%	<b>Office Administration and Management, Including Records Management</b> Responsible for program planning, development, implementation and evaluation of office management and administrative projects, including using judgment in interpreting and adapting guidelines, laws and policies, such as: efficient preparation and processing of forms in compliance with state procedures; organization of office processes and procedures with the goal of efficient and effective office management and documented in the office procedures manual; coordinates and prepares compliance reports and responses to state surveys, executive orders, and directives; organizes and implements office mail distribution system; develops and evaluates in-service training sessions; evaluates and maintains records-retention system for files, correspondence, and computers in accordance with the Conservancy's procedures including special projects related to information security, privacy, related to privacy policies, virus protection, and other information	
15%	<b>Project Coordination, Administration, and Program Analysis</b> Prepares, administers, and coordinates projects and programs, including but not limited to preparing scopes of work and budgets, and developing and managing contracts and licenses with stewardship groups, contractors, grantees, and lessees; registers agreements, secures bids, and maintains contractor correspondence; analyzes and resolves routine conflicts and makes recommendations to	

	solve problems; organizes, summarizes, and draws conclusions from data and information of a complex nature, and prepares analyses, reports, maps, recommendations, and proposals; assists in securing permits and meeting environmental review requirements; represent the Conservancy on committees and at workshops; performs site visits and inspections at project sites.
15%	<b>Fiscal Support Services</b> Performs record keeping and reporting, including maintaining appropriate records for program audits; ensures proper processing, preparation of forms, and compliance with state procedures; prepares budgeting, accounting, and related records, spreadsheets, and reports for tracking appropriations, encumbrances, purchases, expenditures, projections, and balances; maintains and updates vendor records and insurance certificates; monitors expirations for agreements; processes receivables, payables, and reimbursables.
10%	<b>Coordinate Service Providers</b> Initiates, prepares, and monitors the more routine services, projects, and program agreements; coordinates with group leaders, lessees, concessionaires, contractors, and other partners; maintains workplans, schedules, and activity calendars; oversees compliance with agreements and Conservancy policies; monitors and tracks expenditures and processes payments; initiates, prepares, and monitors service agreements, including property maintenance and management services; performs tasks and inspections in the field; organizes committee and project meetings.
10%	<b>Public Information</b> Communicates the Conservancy's mission, objectives, policies, and accomplishments to the general public; posts information, maintains, and develops content for the Conservancy website; develops publications, handouts, maps, brochures, displays, and presentations; makes public presentations and participates in community advisory groups; plans and participates in public involvement events, including hearings and other public meetings; prepares press releases, fact sheets, maps, interpretive and informational signs, and other public information; responds to public inquiries.

**Marginal Functions**

Percentage	Task
5%	Performs other job related duties as necessary for operational continuity.

**Typical Working Conditions**

The employee works in an office environment. The employee is occasionally required to work outdoors, which may be characterized by difficult accessibility, rough terrain, exposure to vectors and allergens, and hot, cold, or wet conditions.

**Special Requirements**

A California driver's license is required to attend meetings and field activities.

*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

**Supervisor Statement**

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
<b>Employee Statement</b>		
<i>I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date